

Date :11.08.2023

Advertisement for Filling up the post of Chief Administrative Officer, (CAO)  
Indian Ports Association – Calling for Applications.

The Indian Ports Association (IPA) invites application from eligible officers from Major Ports, Central Government, State Governments, autonomous bodies, PSUs, etc. fulfilling the eligibility criteria for the post of Chief Administrative Officer (CAO) in the pay scale of Rs.80,000--2,20,000/- (Industrial DA pattern) on deputation basis initially for 3 years, which is extendable upto 5 years as per requirement.

2. The Indian Ports Association is a Society registered in Delhi under the Societies Registration Act, 1860. IPA works as a mutual benefit organization serving all major ports and other stakeholders of ports and shipping sector, for improvement and modernization of maritime transport.

3. In addition to the basic pay, DA and other allowances as applicable to the IPA employees will also be paid. Other benefits like medical reimbursement, leave encashment, etc. will be in accordance with the extant rules of IPA. Unfurnished accommodation in lieu of HRA will be provided subject to recovery of rent as per rules, if such request is received from the selected candidate. The selected officer will be entitled to deputation allowance as per deputation rules.

4. Eligibility criteria –

A. (i) For Port Officers

Officers of the Major Ports holding analogous posts or posts in the pay scale of Rs.60,000-1,80,000 or above with 3 years' regular service, having experience in General Administration.

(ii) For Officers of the Central Government or State Governments, autonomous bodies, Public Sector Undertakings etc.

Officers holding analogous posts or posts in the pay scale of Rs.60,000-1,80,000 (IDA) or equivalent grade in CDA pay scales or above with 3 years' regular service, having experience in General Administration.

B. Must not have attained the age of 57 years on the last date of receipt of applications.

6. The Roles and Responsibilities of CAO are -

- Ensure effective functioning of verticals 'Procurement & General Administration.
- Maintain close formal and informal links with key officials of the Major Ports and other stakeholders.

B

- Oversee implementation of human resources policies, procedures and practices within IPA.
- Coordinate holding of exhibitions, conferences, seminars, etc.
- Coordinate holding of meeting of Governing Body and General Body meeting of the IPA.
- Carry out such other duties as are assigned by the Managing Director/Executive Director.

7. The applications of Officers fulfilling the above-mentioned eligibility criteria must be forwarded through proper channel along with APARs for last five years (only attested photocopies) in the formats as enclosed at Annexure-I & Annexure-II on or before 11.09.2023. The applications received after the last date shall not be considered.

8. The selected officer shall not be allowed to withdraw his/her application.

9. The application may be sent to the Managing Director, Indian Ports Association, 1st Floor, South Tower, NBCC Place, Bhisham Pitahmah Marg, New Delhi-110003.

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**CV- PROFORMA**

1. Name of Post Applied for :
2. Name & Designation :
3. Name of current organization  
and year of joining:
4. Date of Birth (in Christian era) :
5. Official & Residential Address :
6. Mobile no. & Email :
7. Qualifications  
(in chronological order) :
8. Details of employment in chronological order.

No.	Office/ Institute/ Organisation	Post held	From	To	Scale of pay with Grade Pay	Pattern of DA	Nature of duty

9. Name of present employment i.e. ad-hoc or  
Temporary or quasi permanent or permanent :
10. In case the present employment is held on deputation basis, please state:
  - (a) The date of initial appointment
  - (b) Period of appointment on deputation/Contract
  - (c) Name of the parent office/organization to which you belong.
11. Please state whether working under:
  - (a) Central Government
  - (b) State Government
  - (c) Autonomous Organisation
  - (d) Government Undertakings
12. Your present Pay Scale / Pay Level

13. Additional information, if any, which you would like to mention which are considered essential for the Post.

Enclose a separate sheet, if the space is insufficient.

**Declaration**

I hereby declare that all the details furnished above are true to the best of my knowledge and belief. In the event of selection to the post, I will not withdraw my candidature for the post and undertake to accept the posting

Signature of the candidate with date

(Signature of the forwarding officer with office seal)

**Enclosures**

[To be furnished]

1. Date of Birth Proof: :
2. Supporting Documents for Qualification :
3. Supporting Documents for Employment :
4. CVC (if applicable) :
5. Emoluments Proof :
6. Clearance from HOD/Competent Authority :
7. APAR for past 5 years (ending 2021-22). In case APAR of any year is not available then enclose non availability certificate along with previous years :  
APAR
8. Any other relevant document. :